

AUDIT AND COMPLIANCE COMMITTEE
Waitzer Hall, Room 100
September 21, 2021
9:30 AM

BOARD MEMBERS PRESENT

Blythe Scott (Chair)
Robert Bianchi, Rear Adm. (USN) Ret.
Betty Bibbins, MD
Sarah Bishop
Sharon Goodwyn
Conrad Hall
Daun Hester
Phillip Hucles
W. Ashton Lewis
Bruce Waldholtz, MD

OTHERS PRESENT

Alfred Abuhamad, MD
Tammy Chrisman
Brant Cox
Vickie Dean
Helen Heselius
Joel Hilton
Trey Oglesby
Stacy Purcell
Heidi Smith
Lakisha Speller
Nick Strong
Josephine Wiley
Jennifer Williams
Barrett Wood

CALL TO ORDER

Ms. Blythe Scott, Chair, called the meeting to order at 9:31 AM.

APPROVAL OF MINUTES

Upon a motion made and seconded, the minutes of the Audit and Compliance Committee meeting held on June 15, 2021, were unanimously approved as distributed.

KPMG EXTERNAL AUDIT UPDATE

Mr. Trey Oglesby discussed the progress of the external audit. The 2020 Financial Statement audit and the Uniform Guidance audits are underway. Fieldwork has been underway for three weeks and all audit areas are in review or completed. To date, KPMG has not identified any audit differences or control deficiencies to report to date. KPMG plans to issue the results of the audit at the October meeting.

FY22 INTERNAL AUDIT PLAN

Mr. Barrett Wood, Executive Director of Internal Audit, presented the proposed Internal Audit Plan for FY 2022. The planned risk-based audits include the IRB Research Study Compliance Audit, Student Financial Assistance Audit, and a follow-up to the Time and Attendance system Non-Exempt Employee Adjustments audit. Annual audits will include Indigent Care, Procurement Card Program, Petty Cash Funds, and VA post-911 GI benefits. The plan includes time for risk assessment, fraud investigation, and other special investigations requested by management.

EVMS will be issuing an RFP for external audit services beginning in FY22. EVMS policy allows us to contract with a firm for up to five years, with an option for two 1-year extensions. We are currently in sixth year of our contract.

ACTION: Upon a motion made and seconded, the committee voted to accept the FY22 Internal Audit Plan as proposed.

INTERNAL AUDIT UPDATE

Mr. Wood reviewed the Internal Audit Update including the status, findings, and pending or completed corrective action of the risk-based and annual audits that are currently in progress, completed, or planned. For FY21, the Research & Development audit is ongoing. The EVMS portion of the fieldwork is complete and KPMG is beginning their portion. The FY22 procurement card annual audit fieldwork is in progress.

POLICIES FOR ACTION

Ms. Purcell presented five policies for approval. Ms. Lakisha Speller was present to answer any questions regarding the Grants Accounting policies.

- Policy Development Policy**
- Electronic Meeting Policy**
- Account Establishment Policy**
- Contingent Account Policy**
- Subrecipient Monitoring Policy**

Ms. Purcell presented three policies for deletion.

- Requesting a Grant Number for New Award 13.13.1 replaced by Account Establishment Policy
- Contingent Grant Number 13.16 replaced by Contingent Account Policy
- Contracting with Subrecipients 13.14 replaced by Subrecipient Monitoring Policy

The Committee discussed the specifics of the Electronic Meeting policy and how virtual attendance at the committee level would be counted. Section 1B of the policy will be edited to clarify the tracking of attendance is by Board or specific committee.

ACTION: Upon a motion made and seconded, the committee unanimously voted to approve the policies as presented, including the clarifying edits to the Electronic Meeting Policy, and delete the three policies that are being replaced with updated policies.

COMPLIANCE REPORT

Ms. Purcell introduced Ms. Josephine Wiley, Executive Director of Legal Services, who has taken on the additional role of Chief Compliance Officer. Ms. Wiley updated the Committee on Annual Training. This year, Annual Training for Residents was held during the same time period as the Annual Training for Faculty and Staff. Additionally, we held multiple trainings related to COVID regulations and safety. As a result, we had a jump in the number of compliance reports received, specifically about non-compliance with mask wearing or other COVID related concerns.

Ms. Wiley reviewed the results of the student Sexual Assault Campus Climate survey, conducted by the Higher Education Data Sharing Consortium (HEDS). We plan to conduct the survey again in January 2022.

OTHER ISSUES

Upon a motion made and seconded, the Committee convened in closed session pursuant to section 2.2-3712 (A) for consultation with legal counsel as permitted by the Code of Virginia section 2.2-3711 (A) (8).

**AUDIT AND COMPLIANCE COMMITTEE
CLOSED SESSION
Waitzer Hall, Room 100
September 21, 2021**

BOARD MEMBERS PRESENT

Blythe Scott (Chair)
Robert Bianchi, Rear Adm. (USN) Ret.
Betty Bibbins, MD
Sarah Bishop
Sharon Goodwyn
Conrad Hall
Daun Hester
Phillip Hucles
W. Ashton Lewis
Bruce Waldholtz, MD

OTHERS PRESENT

Alfred Abuhamad, MD
Helen Heselius
Stacy Purcell
Heidi Smith
Josephine Wiley

Ms. Blythe Scott, Chair, convened this closed session at 10:00 AM. The closed session was convened in order for the Board to consult with legal counsel as permitted by the Code of Virginia section 2.2-3711 (A) (8).

The closed session adjourned at 10:21 AM.

Heidi G. Smith
Recording Secretary

AUDIT AND COMPLIANCE COMMITTEE
Return to Open Session
Waitzer Hall, Room 100
September 21, 2021

BOARD MEMBERS PRESENT

Blythe Scott (Chair)
Robert Bianchi, Rear Adm. (USN) Ret.
Betty Bibbins, MD
Sarah Bishop
Sharon Goodwyn
Conrad Hall
Daun Hester
Phillip Hucles
W. Ashton Lewis
Bruce Waldholtz, MD

OTHERS PRESENT

Alfred Abuhamad, MD
Tammy Chrisman
Helen Heselius
Stacy Purcell
Heidi Smith
Josephine Wiley

Ms. Blythe Scott, Chair, opened this return to open session at 10:21 AM.

Upon a motion duly made and seconded, the Board certified by roll call vote that to the best of their knowledge, only such matters as were identified in the motion convening the closed session were heard, discussed, and considered by the Board.

There being no further business to discuss, the meeting adjourned at 10:21 AM.

Heidi G. Smith
Recording Secretary

